

Finance

The Finance Department is responsible to ensure that the town is fiscally secured in order to meet the needs of the Town. The Finance Department is also responsible for the administration of utility hookups and payments.

UTILITY BILLING/PAYMENT PROCEDURES

In most cases, Town Code, Title 13 will be followed, but the following is provided for further explanation. In the event of a conflict with this section, Town Code, Title 13 will control.

A. Billing & Payment All billings shall be sent to customers on a monthly basis on or before the 1st of the month and are due by the 15th unless other payment arrangements have been made with the Town.

B. Late Fees All payments received after the 25th of the month will be assessed a late fee approved by Town Council.

1. Exceptions

a. Accounts that have made prior arrangements for payments to be made in installments prior to the 12th month shall not be charged a late payment fee. Installment arrangements can be made because of a leak, transferred balance, etc.

C. Payment Arrangements Payment arrangements made on a utility account will be done by signing an agreement that sets the amount to pay per payment and the frequency of the payments. The account holder shall sign the agreement. If the customer does not comply with the agreement, late fees and shut off of service could follow.

D. Closed Accounts Left Unpaid

1. Accounts should be paid in full.
2. If customer has another open utility account, the balance left at the closed account will be transferred over.

E. Uncollectible Accounts Service will not be turned on until full payment of uncollectible account is paid in full.

Budget Preparation and Administration

A. The annual tentative budget shall be prepared and presented by the Town Manager and Finance Manager to the Town Council no later than the third Tuesday in May of each year. The proposed tentative budget shall be based on documented estimate of revenues from all sources for the upcoming fiscal year. Absent a clear demonstration of need and the availability of funds in reserve that exceed the amount required to be retained in the cash reserve account, budgeted expenses shall not exceed the amount of estimated revenues for the fiscal year.

B. The tentative budget shall be prepared on a line item basis in sufficient detail to inform the Town Council of the sources of revenues and types of expenditures that are anticipated to be made in the upcoming fiscal year. The tentative budget shall set the maximum allowed total appropriation for the upcoming fiscal year.

C. The annual final budget shall be prepared and presented to the Town Council no later than the second Tuesday in July. Once approved, the budget shall be administered during the fiscal year on a lump sum basis. Any expenditure in excess of a department or fund's appropriation for the fiscal year shall require presentation of a request for additional appropriation to the Town Council. Any such request must be within the maximum total appropriation established by the tentative budget.

D. The Finance Manager shall provide a monthly report to Town Council on revenues and expenditures to date and submit such reports to the state Department of Administration as may be required to comply with ARS §41-725.

Finance Manager - Katie Brady

Katie has worked for the Town of Eagar in the finance department for 14 years. Katie came from Show Low Arizona where she was born and raised. She feels blessed to be able to live in the White Mountains and raise her family in a small community.

Office Supervisor I - Stephanie Finch

Stephanie has been with the town for 19 years. She started as a receptionist and over the years has showed a work ethic which has moved her to the office supervisor, She does the Town Utility Billing and Payroll.

Administrative Assistant/Accounts Payable - Ronda Slade

Ronda started with the Town of Eagar in 2007 as the cash receipting clerk. In 2010 she was moved to Administrative Assistant and Accounts Payable Clerk.

Cash Receipting Clerk-Lou Carnright

Lou started with the Town of Eagar in 2007 as assistant to the Public Works Office Manager and was transferred to finance in 2012.

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Water and Sewer Hookups and Fees

Finance is responsible for the administration of new hookups and utility payments. For information regarding new connections or bills, residents may stop by Town Hall, or contact Utility Billing Clerk Stephanie Finch at 928-333-4128, ext. 246

□ Effective June 1, 2013

Water Hook-up 3/4 Inch Line	\$ 975.00
Tax on Water Hook-up	\$ 88.73
Sewer Hook-up	\$1200.00
Refundable Deposit	\$ 100.00
Total	

\$2363.73

Road Crossing	\$1200.00
1" Meter Hook-up	

\$1125.00

+ Tax

1 1/2" Meter Hook-up

\$1400.00

+Tax

2" & Larger Deposit	Labor+Equip+Assembly \$ 100.00
Turn on for existing connections	

\$ 40.00

+Tax

Deposit for water or sewer \$ 100.00

*Water and sewer deposits are refundable after two years. A co-signer agreement for new applicants is also available through Town Hall. This agreement allows the Town to waive some of the fees in exchange for a guarantee of payment by an existing property owner in the Town with an active hook-up.

The Town maintains a 24-hour on-call water and sewer technician. During working hours, residents can contact for connection or maintenance (such as a sewer backup) through Town Hall. After hours, residents may dial 928-245-0547 for emergency service. Please note that payment must be received before turn-on, and the resident must be at home when the turn-on occurs. There is no fee for maintenance service.

Payments are made on a monthly basis, and can either be paid in person at Town Hall, through the mail, with a Credit Card, or online.. Water capital and Sewer Capital User Fees are added at a rate of \$1/thousand gallons of water and sewer, with a maximum cap of \$10 per month.

Contact Information

Telephone: (928) 333-4128

FAX: (928) 333-5140

Physical Address: 22 West 2nd Street

Postal address: P.O. Box 1300, Eagar, AZ 85925

E-mail: info@eagaraz.gov

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